

# Applying for a Social Security Number and Card

Non-Citizens authorized to work in the United States by the Department of Homeland Security (DHS) can obtain a Social Security Number (SSN). Social Security numbers are used to report wages to the government.

## **How Can I get a Social Security number and card?**

Social Security Administration advises you **wait 10 days after arriving in the United States** to apply for a Social Security number. The waiting period makes it easier for the Social Security Administration Office to verify your DHS documents online, which will speed up the processing of your Social Security Number application. Applying for a SSN and card is free.

### **To Apply:**

- Complete a social security card application using Form SS-5.
- Collect at least two original documents providing your identity, work authorized immigration status, and age.
- Reference Form SS-5 and the acceptable immigration documents at [www.socialsecurity.gov](http://www.socialsecurity.gov). Search bar on main website type – “Social Security Numbers for Noncitizens.” Click on first link.
- Take your completed and original documents to the local Social Security Office located in Santa Fe, NM.

**The local office address is:** 1922 5<sup>th</sup> Street, Santa Fe, NM 87505.

General Directions: Located behind KMART. South of KMART on Fifth Street; Corner of Fifth and Aspen Drive; One block South of St. Michaels Drive.

Phone: (866)-571-8130

Hours: 9:00 a.m. – 4:00 p.m.

When applying for your Social Security Card, please use your name as it appears on your passport. Our employee database must use the name as it appears on your Social Security Card and your badge will be issued using the name on your passport. All three should match.

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## **Social Security Number and Card Arrives:**

### **Final Process**

You **must** schedule an appointment with a New Hire Coordinator (NHC) to complete your Employment Eligibility Verification, Form I-9.

Contact a NHC via email at [newhires@lanl.gov](mailto:newhires@lanl.gov) and/or 505-667-4451 Option 5.

New Hire Coordinators - Valerie Maestas 505-665-0215 or Barbara 505-667-2099